

SPECIAL WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM
HEALTH AND HUMAN SERVICES BUILDING
WILLMAR, MINNESOTA
& BY ELECTRONIC MEANS (GOTO MEETING)

April 26, 2021
7:00 p.m.

The special meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Thomas Butterfield, Vicki Davis, and Audrey Nelsen. Present 7, Absent 2. Council Members Justin Ask and Andrew Plowman were excused from the meeting.

Also present were City Administrator Brian Gramentz, Finance Director Steve Okins, Public Works Director Sean Christensen, Interim Human Resource Director Nancy Miller, and City Clerk Judy Thompson.

Mayor Calvin gave a brief overview of the process for tonight's meeting. He stated there were 15 applicants for City Administrator position, and asked Council to select the top four candidates to interview and determine the interview process desired.

BakerTilly Representative Patty Heminover stated a national search was conducted, and all candidates were required to complete a questionnaire. She stated the desire is to narrow down to four candidates to interview, she will contact them to set up interviews, and the names will then be public. She is also asking a decision to be made as far as the process used for interviews, and travel expense policy for those travelling.

City Clerk Thompson asked each Council member to identify their top four candidates.

The Council provided their top four candidates, which resulted in identifying the finalists. It was determined there was a tie for the fourth candidate position which, after discussion, resulted in five candidates to move forward.

Council Member Asmus offered a motion to proceed with contacting five candidates to interview. Council Member Davis seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Council Member Nelsen offered a motion to conduct the first round of interviews by "Zoom" or electronic means, and the second round of interviews in person. Council Member O'Brien seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Council Member O'Brien offered a motion to set up the first round of interviews for the first part of the week of May 3rd. Council Member Butterfield seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Council Member Fagerlie offered a motion to pay for travel in accordance with the personnel policy and allow lodging for the night prior to the interview and the night of the interview. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 6, Noes 0.

Council Member Davis offered a motion to adjourn the meeting with Council Member Nelsen seconding the motion which carried. The meeting adjourned at 7:54 p.m.

/s/ Marv Calvin
MAYOR

Attest:

/s/ Judy Thompson
SECRETARY TO THE COUNCIL